



**KENTUCKY
CORRECTIONS**
Policies and Procedures

Policy Number	1.11	Total Pages	3
Date Filed	*	Effective Date	November 9, 2018
References/Authority KRS 532.100; CPP 17.3, 25.6 and 25.8; ACA 4-4018 and 2-CO-3A-01	Subject POPULATION COUNTS AND REPORTING PROCEDURES		

I. DEFINITIONS

"Available Vacant Beds" means vacant beds within an institution that may be filled by intake or transfer (the operational capacity of an institution minus the total institutional count).

"Class D Extended Program" means total number of inmates in the jail program per KRS 532.100, Section (4)(b).

"Class D Program" means total number of inmates in the jail program per KRS 532.100, Section (4)(a).

"Community Custody Program" means total number of inmates in the jail program per KRS 532.100, Section (4)(c).

"Contract Inmates" means total number of inmates in a jail or institution per contract.

"Controlled Intake" is defined by CPP 17.3.

"Halfway House" is defined by CPP 25.6.

"Jail" is defined by CPP 25.6.

"Operational Capacity" means the number of beds available for inmate housing within an institution, but does not include hospital beds.

"Pending Controlled Intake Entry" means the total number of inmates committed to the Department for which documentation has not yet been received from the sentencing courts to allow the inmates to be placed in controlled intake status.

"Person Count" means the actual number of inmates physically present during count.

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"Total Institutional Count" means all inmates currently assigned to an institution. (The person count of an institution plus the number of inmates temporarily out to court, hospital or furlough.)

II. POLICY and PROCEDURES

A. Each institution shall provide the Director of Population Management with population data each regular workday.

1. This population data shall include:

- a. A current person count. The report shall reflect the results of the institutional midnight count;
- b. The number of inmates temporarily out of the institution on furloughs, hospital trips and court hearings on an overnight basis Monday through Friday, excluding holidays; and
- c. A Daily Population Report that reflects the results of the institutional counts and any movement scheduled for the day.

2. This information shall be provided no later than 9:30 a.m. ET Monday through Friday, excluding holidays. The Classification Branch Office shall compile the Daily Population Report from data submitted by the institutions.

3. The report shall also reflect the population statistics from the Department's information management system.

B. The operational capacities for each institution shall be determined by the Deputy Commissioner of Adult Institutions with the approval of the Commissioner.

1. Each institution shall notify the Deputy Commissioner in writing of any requested change in the number of beds available for inmate housing and shall provide specific documentation as to the reason for the requested change. The Deputy Commissioner shall authorize the requested change with the approval of the Commissioner.

2. The Information and Technology Branch Manager and the Director of Administrative Services shall be notified in writing of any capacity changes.

C. A computerized listing of all inmates awaiting entry under the Controlled Intake Program shall be maintained by the Assessment Center at the Roederer Correctional Complex. The list shall contain:

1. Inmate name;

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2. Social security number;
3. County of commitment;
4. Commitment Status;
5. Parole Eligibility Date;
6. Institutional Number; and
7. Other information as deemed necessary by the Director of Population Management.

Inmates shall be removed from this list when they are admitted into an institution.